


## Part 2: LEA and School Assurances and Waivers


The LEA/Eligible Entity must provide the following assurances in its application. The LEA/Eligible Entity must be able to provide, upon request, evidence of compliance with each assurance.

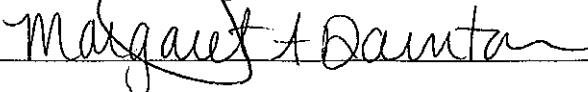
- ☒ Use its School Improvement Grant to implement fully and effectively an intervention in each Priority school that the LEA commits to serve consistent with the final requirements
- ☒ Establish annual goals for student achievement on the State's assessments in both reading/language arts and mathematics and measure progress on the leading indicators and key school categories. Monitor each Priority school that an LEA serves with school improvement funds, and establish goals (approved by the SEA) to hold accountable Priority schools that receive school improvement funds
- ☒ If an LEA implements a restart model in a Priority school, include in its contract or agreement terms and provisions to hold the charter operator, charter management organization, or education management organization accountable for complying with the final requirements
- ☒ Monitor and evaluate the actions a school has taken, as outlined in the approved SIG application, to recruit, select and provide oversight to external providers to ensure their quality
- ☒ Ensure that each Priority school that an LEA commits to serve receives all of the State and local funds it would receive in the absence of the school improvement funds and that those resources are aligned with the interventions
- ☒ Monitor and evaluate the actions schools have taken, as outlined in the approved SIG application, to sustain the reforms after the funding period ends and that it will provide technical assistance to schools on how they can sustain progress in the absence of SIG funding
- ☒ Collaboration with the Teacher's Union, include letters from the teachers' union with each school application indicating its agreement to fully participate in all components of the school improvement model selected
- ☒ Report to the SEA the school-level data required under leading indicators for the final requirements
- ☒ The LEA and School have consulted with all stakeholders regarding the LEA's intent to implement a new school improvement model.
- ☒ This application has been completed by a team consisting of a minimum of: one LEA central office staff, the building principal, at least two building staff members

**The LEA must check each waiver that the LEA will implement.**

- ☐ "Starting over" in the school improvement timeline for Priority Title I participating schools implementing a turnaround or restart model.
- ☐ Implementing a school-wide program in a Priority Title I participating school that does meet the 40 percent poverty eligibility threshold.

Superintendent Signature:  Date: 3/31/14

Title I Administrator Signature:  Date: 3/31/14

Principal Signature:  Date: 3/31/14



**MONROE COUNTY**  
**COMMUNITY SCHOOL CORPORATION**  
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*2013 Indiana "A" School Corporation*

**BOARD OF SCHOOL TRUSTEES**

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Mrs. Tammy Miller, Director of Elementary Education  
Mrs. Janice L. Bergeson, Director of Secondary Education  
Dr. Kathleen Hugo, Director of Special Education  
Mr. Jason Taylor, Director of eLearning Strategies

March 25, 2014

Dear Superintendent Ritz:

As President of the Monroe County Community School Corporation, it is my pleasure to write this letter supporting the important work of the School Improvement Grant Initiative, under Section 1003(g) of Title I. Through the resources provided under Section 1003(g) of Title I, the district will begin to "transform" Highland Park Elementary School (identified by the Indiana Department of Education as a priority school).

The support Highland Park Elementary School will receive from the funding of the School Improvement Grant Initiative will enable the school to implement research based educational initiatives (Transformation Model). These initiatives will help improve teacher pedagogy and increase student achievement.

My fellow school board members and I are committed to continuously supporting all aspects of the Transformation Model at Highland Park Elementary School. We wholeheartedly support the following required elements of the grant:

- Replacing the principal. A new principal was hired for the 2013-2014 school year.
- Creating a clear process for hiring new staff.
- Improving classroom instruction and dramatically increase student achievement.
- Using data to drive decision-making, e.g. to inform curriculum and instruction practice and the delivery of differentiated supports for students.
- Establishing schedules and strategies to provide increased learning time.
- Supporting appropriate social-emotional and community-oriented services for teachers and students.
- Providing operational flexibility to the principal for hiring, retaining, transferring and replacing staff.

We are grateful to have this opportunity.

Sincerely,

Keith Klein, President

315 E. North Drive, Bloomington, IN 47401 • Ph. (812) 330-7700 • Fax (812) 330-7813 • [www.mccsc.edu](http://www.mccsc.edu)

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March 25, 2014

Dear Superintendent Ritz:

As superintendent of Monroe County Community School Corporation, it is my pleasure to write this letter supporting the important work of the School Improvement Grant Initiative, under Section 1003(g) of Title I. Through the resources provided under Section 1003(g) of Title I, the district will plan to "transform" Highland Park Elementary School (identified by the Indiana Department of Education as a priority school).

The support Highland Park Elementary School will receive from the funding will enable the school to implement research based educational initiatives (Transformation Model). These initiatives will help improve teacher pedagogy and increase student achievement.

The members of the Monroe County Community School Corporation Board and I are committed to continuously supporting all aspects of the Transformation Model at Highland Park Elementary School. We wholeheartedly support the following required elements of the grant:

- Replacing the principal. A new principal was hired for the 2013-2014 school year.
- Creating a clear process for hiring new staff.
- Improving classroom instruction and dramatically increase student achievement.
- Using data to drive decision-making, e.g. to inform curriculum and instruction practice and the delivery of differentiated supports for students.
- Establishing schedules and strategies to provide increased learning time.
- Supporting appropriate social-emotional and community-oriented services for teachers and students.
- Providing operational flexibility to the principal for hiring, retaining, transferring and replacing staff.

We are grateful to have this opportunity.

Sincerely,

Judith DeMuth, EdD

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March 25, 2014

Dear Superintendent Ritz:

As President of the Monroe County Education Association, it is my pleasure to write this letter supporting the important work of the School Improvement Grant Initiative, under Section 1003(g) of Title I. Through the resources provided under Section 1003(g) of Title I, the district will begin to "transform" Highland Park Elementary School (identified by the Indiana Department of Education as a priority school).

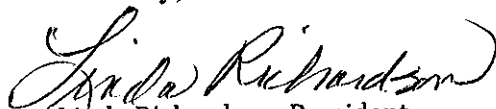
The support Highland Park Elementary School will receive from the funding of the School Improvement Grant Initiative will enable the school to implement research based educational initiatives (Transformation Model). These initiatives will help improve teacher pedagogy and increase student achievement.

The Monroe County Education Association and I are committed to continuously supporting all aspects of the Transformation Model at Highland Park Elementary School. We wholeheartedly support the following required elements of the grant:

- Replacing the principal. A new principal was hired for the 2013-2014 school year.
- Creating a clear process for hiring new staff.
- Improving classroom instruction and dramatically increase student achievement.
- Using data to drive decision-making, e.g. to inform curriculum and instruction practice and the delivery of differentiated supports for students.
- Establishing schedules and strategies to provide increased learning time.
- Supporting appropriate social-emotional and community-oriented services for teachers and students.
- Will continue to provide operational flexibility to the principal for hiring, retaining, transferring and replacing staff by working with bargaining agents.

We are grateful to have this opportunity.

Sincerely,

  
Linda Richardson, President

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# guidelines

OFFICE OF THE SUPERINTENDENT  
MONROE COUNTY COMMUNITY SCHOOL CORPORATION

PROFESSIONAL STAFF  
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## RECRUITMENT AND SELECTION OF CERTIFICATED STAFF

1. Candidates will secure an application from the Human Resources Office and file it upon completion with the Director of Human Resources.
2. A survey will be made early in the calendar year to determine which members of the certificated staff do not intend to return.
3. Staffing level changes due to changes in enrollment will be determined early in the school year.
4. Applications will be examined in the Human Resources Office to determine adequacy of transcripts and certification.
5. A series of screening activities will occur during the selection process.
  - a. **First preliminary screening.** This action is completed by the Director of Human Resources. Included in the action is a determination whether the application form has been completed sufficiently to verify basic certification and reference requirements for the position in question. A personal interview is uncommon, unless the candidate is traveling through the area and would not be readily available on other dates.
  - b. **Secondary preliminary screening.** Based upon a projection of position needs by the Director of Human Resources, choices of candidates from the supply of applicants are made for interviews by teams of professional staff members. The candidates with successful interviews are grouped to form a pool from which selections will be made for interviews for specific, identified positions.
  - c. **First interview, specific positions.** Recommendations from the pool of applicants developed at step b. are made to immediate supervisors by the Director of Human Resources. The Human Resources office administrator will provide the opportunity for each candidate to write, prior to being recommended to a supervisor for the first interview, an essay of approximately 100-300 words on a topic relevant to the certification area of the applicant. The degree of success the applicant achieves in this activity may affect the decision to submit the applicant's name for the first interview with a supervisor. It is recognized that job requirements will vary from certification area to certification area, thus the degree of writing and expression skills required may also vary from area to area. In-depth interviews are conducted by the supervisor who may or may not utilize other staff members in the process. A recommendation for the position is made by the supervisor to the Director of Human Resources.
  - d. **Final interview, specific positions.** This interview is conducted by the Director of Human Resources to determine final qualification in terms of certification and verification of salary schedule placement.

# guidelines

OFFICE OF THE SUPERINTENDENT  
MONROE COUNTY COMMUNITY SCHOOL CORPORATION

PROFESSIONAL STAFF  
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- e. Former administrators, supervisors, and/or student teaching supervisors for all applicants will be contacted by either the Human Resources administrator or an administrator designated by the Human Resources administrator to secure recommendations regarding the applicant's ability and experience. Results of these recommendations will become a part of the employment record for the applicant.
  - f. Steps a. and b. may be bypassed for internal candidates who opt for transfers or promotions.
  - g. A recommendation for the position will be made to the Superintendent for consideration and action by the Board of School Trustees. No decision is final until approved by the Board of School Trustees.
6. Staff members who have previously taught in the Monroe County Community School Corporation or any of its predecessor school corporations and who wish to be considered for re-employment, must again participate in the interview procedure.
7. Each employee will be expected to comply with school policies and regulations and provide continuing evidence during employment of:
- a. high moral character;
  - b. a genuine interest in children and youth;
  - c. a loyalty to the United States of America and its cultural heritage and an appreciation of our democratic way of life;
  - d. a willingness to comply with state laws governing physical examination requirements;
  - e. a devotion to the profession of teaching, based on a recognition of its vital place in developing responsible citizens;
  - f. a desire to serve the school and community;
  - g. evidence of good health, vitality and enthusiasm;
  - h. effective self-expression.
8. The application blank will include the words: "An Equal Opportunity Employer."
9. When placement of employment agencies are asked to refer candidates for consideration as employees, these agencies will be advised that referrals are to be made without regard to race, color, religion,

# guidelines

OFFICE OF THE SUPERINTENDENT  
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PROFESSIONAL STAFF  
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national origin, creed, ancestry, age, sex, marital status, disability or veteran status.

10. All persons who have the responsibility of making decisions relative to the employment or non-employment of personnel will be advised through the dissemination of copies of the MCCSC Recruitment and Selection policies and guidelines, of their responsibility to make recommendations without regard to race, color, religion, national origin, creed, ancestry, age, sex, marital status, disability or veteran status.
11. All persons who have the responsibility making decisions relative to job assignment, up-grading, promotion, transfer, selection for training, rates of pay, and all other employment benefits, will make recommendations and decisions without regard to race, color, religion, national origin, creed, ancestry, age, sex, marital status, disability or veteran status. These persons will be made aware of this policy by means of the dissemination to them of the MCCSC Recruitment and Selection Policies and Guidelines. The performance of administrators in aiding the MCCSC in meeting EEO goals will be evaluated in the same manner as is performance in meeting all other MCCSC goals.
12. In the event of advertising for candidates for any position, the message will contain the words, "An Equal Opportunity Employer."
13. Bulletin boards normally used to disseminate employee information will contain a statement on equal employment opportunity. The statement will include, but not necessarily be limited to: "It is the policy of the Monroe County Community School Corporation to provide equal employment opportunity to all individuals regardless of their race, color, religion, national origin, creed, ancestry, age, sex, marital status, disability or veteran status. Equal employment opportunity refers to all applicable Corporation practices including employee recruiting, hiring, transferring, training, promoting, disciplining, terminating, and all other conditions or privileges of employment. The selection of persons for positions with the Monroe County Community School Corporation is based upon the qualifications and abilities required to do the job."
14. The application blank will be accompanied by a form which solicits the voluntary provision of information related to sex, race, and national origin. The form will state that the information is not used in the determination of employment eligibility and that it is intended to enable the employer to comply with Federal Equal Employment Opportunity requirements and to contribute to an Affirmative Action Program.

Approved by the Board 9/16/68  
Revised 7/1/74; 6/23/77; 11/25/80



Book	MCCSC Policy Manual
Section	3000 - PROFESSIONAL STAFF
Title	EMPLOYMENT OF PROFESSIONAL STAFF
Number	3120
Status	Active
Legal	I.C. 20-26-5-4, 35-44-1-3, 36-8-12-10.5 20 U.S.C. 6319 & 7801
Adopted	May 22, 2012
Last Revised	November 6, 2012

The School Board recognizes that it is vital to the successful operation of the Corporation that positions created by the School Board be filled with highly qualified and competent personnel.

The School Board shall approve the employment, and also, when not covered by the terms of a negotiated agreement, fix the compensation and establish the term of employment for each professional staff member employed by this Corporation.

Individuals employed in the following categories shall be considered members of the professional staff:

- A. administrators
- B. teachers
- C. counselors
- D. media personnel
- E. social workers
- F. psychologists
- G. physical therapists
- H. occupational therapists
- I. speech therapists

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

When any recommended candidate has been rejected by the School Board, the Superintendent shall make a substitute recommendation.

All applications for employment shall be referred to the Assistant Superintendent of Human Resources.

Relatives of School Board members may be employed by the School Board, provided the member of the School Board involved does not participate in any way in the discussion or vote on the employment.

Should the School Board choose to employ a family member of a School Board member, the Board member must file a conflict of interest statement.

Relatives of staff members may be employed by the School Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.

Any professional staff member's intentional misstatement of fact or omission material to qualifications for employment or the determination of salary shall be considered by this School Board to constitute grounds for dismissal.

The employment of professional staff members prior to approval by the School Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

Wherever possible, positions shall be filled by properly-licensed professionals.

No candidate for employment as a professional staff member shall receive recommendation for such employment without having proffered visual evidence of his/her certification or pending application for certification. Such certification must indicate all of the areas in which the candidate has been certified. No deletions are acceptable except for professional staff members in the Career Education Program, positions shall provide proof of occupational experience and meet eligibility requirements for the occupational specialist certificate.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all professional staff.

#### VOLUNTEER FIREFIGHTERS

If a staff member is a volunteer firefighter and has notified the Corporation in writing that s/he is a volunteer firefighter, the Corporation may not discipline the staff member for being absent from duty by reason of responding to a fire or emergency call that was received prior to the time the staff member was to report to duty or for leaving his/her duty station to respond to a fire or an emergency call if s/he has authorization from his/her supervisor to leave duty in response to a call received after s/he has reported to work.

The School Corporation shall require that the staff member present a written statement from the officer in charge of the volunteer fire department at the time of the absence indicating the staff member was engaged in an emergency call at the time of his/her absence.



**REQUIREMENTS FOR TITLE I TEACHERS**

All teachers newly hired for a Title I supported program must be "highly qualified."

"Highly Qualified" means:

- A. full State certification as a teacher or passed State teacher licensing exam and holds current license to teach; certification or license requirements may not be waived on emergency, temporary, or provisional basis;
- B. for elementary teachers new to the profession, this also requires:
  - 1. at least a bachelor's degree;
  - 2. passing a rigorous State test on subject knowledge and teaching skills in reading, writing, math, and other areas of elementary curriculum (State certification test may suffice);
- C. for secondary or middle school teachers new to the profession this also requires:
  - 1. at least a bachelor's degree, and
  - 2. passing a rigorous State test in each of the subject areas s/he will teach (State certification test may suffice), or
  - 3. for each academic subject taught, having an academic major, course work equivalent to an undergraduate major, a graduate degree, or advanced certification or credentialing;
- D. for elementary, middle, or secondary school teachers with prior experience, this also requires:
  - 1. at least a bachelor's degree, and
  - 2. meets standards for new teachers (above), or
  - 3. demonstrates competence in all academic subjects s/he teaches based on a uniform State standard of evaluation (standard for academic subject matter and teaching skills set by the State).

**REQUIREMENTS FOR TEACHERS IN CORPORATIONS RECEIVING TITLE I FUNDING**

By the 2005-2006 school year, all teachers in a Corporation receiving Title I funds shall be "highly qualified" as described above. The Corporation must have a plan and show annual progress towards meeting these teacher qualification requirements.

2013-2014 MCCSC 1003g  
Plan to Evaluate and Dismiss Teachers

	MCCSC Schools
Classroom Observations	Those on the evaluation cycle are observed formally once a semester. A principal can add a teacher to the evaluation cycle at anytime.
1 <sup>st</sup> Observation by Administrator	The first observation must be complete by November 30.
Mid-Year Conference	Mid-Year conference must be complete by November 30 and principal must check meets expectations or needs improvement.
Professional Growth Plan	If a staff member has an evaluation where needed improvement is indicated the staff member will be put on a professional growth plan.
2 <sup>nd</sup> Observation by Administrator	The second observation must be complete by March 1.
End of Year Conference	End of Year Conference must be complete March 15 and principal must check contract renewal in current assignment, contract renewal with re-assignment to, or contract termination.
Appeal Process	A private hearing before the School Board will be a given option upon recommendation for termination.